

**State Workforce Planning Task Force**  
**Meeting Minutes**  
**October 27, 2010**  
**10:00 AM-1:00 PM**

**Members Present:** Janet Kelly, Department of Administration; Amy Sassano, Office of Budget and Program Planning; Tom Livers, Department of Environmental Quality; Tim Burton, Department of Justice; Christian Mackay, Department of Livestock; Alan Peura, Department of Revenue; Galen Hollenbaugh, Secretary of State's Office; Dick Clark, Department of Administration

**Members Absent:** Dore Schwinden, Department of Commerce; Anna Whiting Sorrell, Department of Public Health and Human Services; Jennifer Jensen, Department of Transportation; Lesa Evers, Office of Indian Affairs; Darlene Staffeldt, Montana State Library; Mike Ferriter, Department of Corrections

**Guests:** Marty Roos, Joy Conquergood, Jody Stahl; Donna Hansen, Diana Piccono, Chris Blazer, Debbie Driver, Rachel Weiss; Jamie Schell; Fran Viereck; Charles Geary; Jane McKinney; Kevin Downs

**Department of Administration Staff Present:** Paula Stoll, Peggy Davis MacEwen, Joe Schopfer, Bonnie Shoemaker, Rende Mackay, John Moore; Lisa Coligan; Brent Reinhardt

**Facilitator:** Chris Christensen

**Minutes:** Bonnie Shoemaker

**Welcome:** Janet Kelly called the meeting to order at 10:06 a.m., and welcomed members and guests. She turned the meeting over to Chris Christensen.

**Meeting Purpose:** Chris reviewed the agenda and task force charges.

**Introductions:** Task force members and guests introduced themselves.

**Minutes:** As moved by Galen Hollenbaugh and seconded by Tim Burton, the task force approved the September 29 meeting minutes.

**Discussion - Implementing Recommendations:** Task force members discussed work planning to implement recommendations. Members unanimously agreed at the next meeting to:

- present finalized recommendations from the two subcommittees;
- reflect presentation options in the meeting minutes; and
- decide the next steps for work planning at the next meeting.

Options for presenting final task force recommendations include:

- Present comprehensive recommendations to the governor and the cabinet;
- Present comprehensive recommendations to the chief of staff and cabinet;
- Present comprehensive recommendations to the cabinet and other elected officials of the executive branch;

- Present an overview of recommendations to the cabinet, then SHR and task force members present comprehensive recommendations to human resources and managers of each agency; and
- Present recommendations to a joint meeting of cabinet members and agency executives who report to boards.

**Public comments:** Rende Mackay commented it would be beneficial to have a plan to educate the Department of Health and Human Services and Department of Labor and Industry about the recommendations separate from a brief cabinet overview, as they are not represented at today's task force.

**Meeting Wrap-Up:** Chris Christensen summarized the results of the meeting. He turned the meeting over to Janet.

**Closing:** Janet Kelly closed the meeting by thanking everyone for attending. The meeting adjourned at 12:20 pm.

**The next meeting of the task force will be November 17, from 10:00 a.m. to 1:00 p.m., at the Commerce building, room 226, 301 S. Park, Helena, Montana.**